

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: November 8, 1949

FROM : Acting Chief, Supply Branch

SUBJECT: Monthly Report for October 1949

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1. A report pertaining to unrelated items contained in all supply accounts has been prepared and distributed to Mr. [REDACTED], Chief, ~~Procurement and~~ Supply Branch, Special Support Staff, and the Acting Chief, Storage and Issue Section, Supply Branch, for appropriate transfer action. Mr. [REDACTED] agreed on transfer of such items to related supply accounts at a meeting held in his office on 2 November 1949.

2. A complete report pertaining to all inactive items contained in the supply accounts under the jurisdiction of this office has been obtained, and it is contemplated that after necessary coordination has been made, recommendations will be submitted to your office on or about 30 November 1949 relative to disposal or retention of such items.

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3. There remains to be accomplished several matters pertaining to security of the [REDACTED] warehouse as indicated in memorandum forwarded to your office on 2 November 1949. The most important ~~being~~ being the tightening of wire fence and straightening and replacement of barbed wire atop the fence. Every effort will be made to accomplish this requirement as soon as possible. Security has not, at this date, made arrangements with respect to establishing a roving patrol in areas desired by this office which was reported in above mentioned memorandum.

4. Action is being taken to establish a procedure pertaining to the issuance and replenishment of supplies located in supply rooms maintained by Supply Officer, Mr. [REDACTED]. 25X1A9a It is believed that the establishment of such a procedure will provide more adequate supply service to personnel located in Buildings L, K, Q and M.

5. You will note in the monthly report that requisitions received in the Procurement Section, Supply Branch are equal or have increased in quantity in comparison to the number received during past months while this function was being performed under the former Supply Division. There is presently somewhat of a backlog which it is believed will subsequently be cleared up. | ?

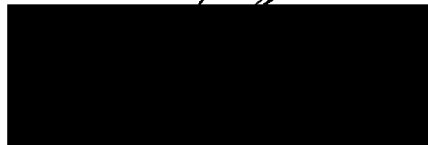
6. Corrective action has been taken with respect to indicating on requisitions for replenishment of stock the quantities of items per unit, that is 100 to a box, set, etc. This will assist this office in determining actual quantities to be ordered based on consumption data.

7. Action has been taken to include on requisitions the allotment account number of the appropriate activity for which procurement action is required for items stocked for a specific user. This will eliminate any discrepancies with respect to stock accounts being charged for items procured for this purpose.

8. A written agreement has been reached with respect to storage of specific type items used by GPO and a procedure covering the issuance of such items is presently in effect.

9. Foreign Funds Control Records which were used by OCD have been disposed of as requested by your office. Memorandums pertaining thereto, inclusive of authorization from Treasury Department are on file in this office.

10. A proposed procedure for processing requisitions, purchase orders and maintenance of files in Procurement Section has been prepared and forwarded to your office for approval. |?



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VOLUME:

Procurement Section

1. Requisitions:

Total number received.....	548
Pending bids, clearances, etc.....	140
Held without action.....	35
Total number of requisitions completed.....	373

2. Purchase Orders:

Prepared and issued.....	619
Pending encumbrance.....	0
Total amount expended.....	\$180,687.19
Petty Cash and Printing & Binding	
Estimates.....	5,486.60
Total expenditures.....	\$186,173.79

Contract Section:

		<u>Vouchered</u>	<u>Unvouchered</u>
1. Contracts completed			
Supply.....	2	\$14,728.85	
Service.....	1	58.60	
Lease.....	0		
2. Amendments to Contracts completed			
Supply.....	0		
Service.....	6	22.00	
Lease.....	2 Dec.	570.00	
3. Contracts Pending			
Supply.....	3		
Service.....	3		
Lease.....	0		
4. Amendments to Contracts Pending			
Supply.....	0		
Service.....	3		
Lease.....	1		
5. PBA Agreements Completed			
Supply.....	1	40.00	
Service.....	1	13.00	
Lease.....	0		
6. Total authorized obligations..		\$14,292.45	

Storage and Issue Section:

1. Requisitions:

Received during month.....	878
Completed.....	866
Balance on hand.....	24
Account #2 - Office Supplies.....	374
Account #3 - Office Equipment.....	477
Account #5 - Medical Supply Account.....	16
Account #6 - General Supplies.....	11

2. Cargo and Domestic Shipments:

Requests.....	90
Shipments accomplished.....	83
Total weight shipped.....	84,044
Total number of cases shipped.....	421

3. Miscellaneous:

Moving and relocation of equipment in CIA Buildings:

Number of job orders.....	71
Man-hours required.....	2,275

*14 men for day and night*

4. Identification Control Records:

Postings.....	315
Inventories processed.....	2

5. Typewriter Maintenance and Repairs:

Requisitions received during month.....	108
Requisitions completed during month.....	119
Requisitions on hand.....	31
Overhaul and shop work.....	208
Service calls.....	164
Total number of machines repaired.....	280

Individual Production per Repairman

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No. of repairs  
Leave

89	178	123
36 hrs	28 hrs	43 hrs

390 ?  
1

Chairs, swivel, w/arms:

Replaced new caster.....	1	10 min.
Replaced caster and oiled swivel.....	3	40 min.
Repaired spring, oiled swivel and polished chair.....		10 min.

Chairs, leather, swivel, w/arms:

Replaced caster, repaired spring and oiled swivel.....	1	40 min.
Re-upholstered complete chair..	1	3 hrs.

Chair, typist:

Replaced casters.....	1	20 min.
Re-upholstered complete chair..	1	2 hrs. 30 min.

Chairs, miscellaneous:

Replaced casters, repaired legs, polished chairs.....	5	1 hr. 20 min.
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Desks, Miscellaneous:

Desk drawers stuck.....	2 desks	1 hr. 20 min.
Desk drawers repaired.....	9 "	5 hr. 45 min.

Lamps:

Replaced plug.....	1	
Repaired bracket.....	1	1 hr. 30 min.

**Tables:**

Tightened legs, polished table. 1 15 min.

**Blackboards:**

Repaired framework.....	6	45 min.
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**Valets:**

Tightened framework..... 6 1 hr.

Machines, dictating:

Checked and stopped machine  
from smoking..... 1                      20 min.

Cabinet, stationery supply:

Repaired hinges on doors.....	1	30 min.
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Cabinet, filing, w/key lock:

Changed key lock..... 1 35 min.

General services:

Furniture polished, 3 desks, Class A, 1 swivel chair, 6 st. leg chairs, 2 secretarial chairs, 2 costumers, 2 desks	2 hrs. 40 min.
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Attached 4 typewriters to desks	2 hrs. 5 min.
Adjusted bolt on paper cutter	30 min.
Assembled desk trays	20 min.

Stock Repairs:

General repairs - minor:

Lamps.....	54
Chairs, str. w/o arms.....	2
Chairs, swivel, w/arms.....	7
Rugs.....	3
Desks, 66" flat top, class A.....	4
Valets.....	7
Tables, wood, 36".....	4
Costumers.....	7
Stands, miscellaneous.....	1
Cabinet, 4-drw. legal or cap size.	3

Upholstering:

Chairs, leather, str. w/arms.....	2
Chairs, leather, swivel, w/arms..	1
Chairs, typist (installation of ready made covers).....	24

Refinishing:

Tables, drafting.....	3
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